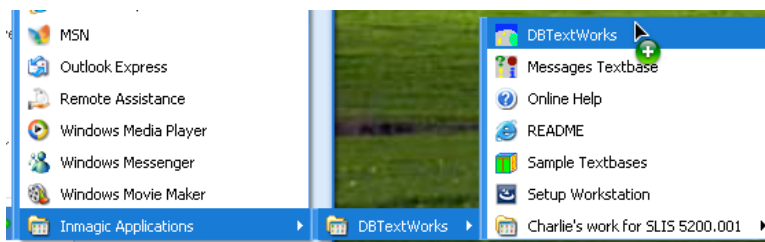
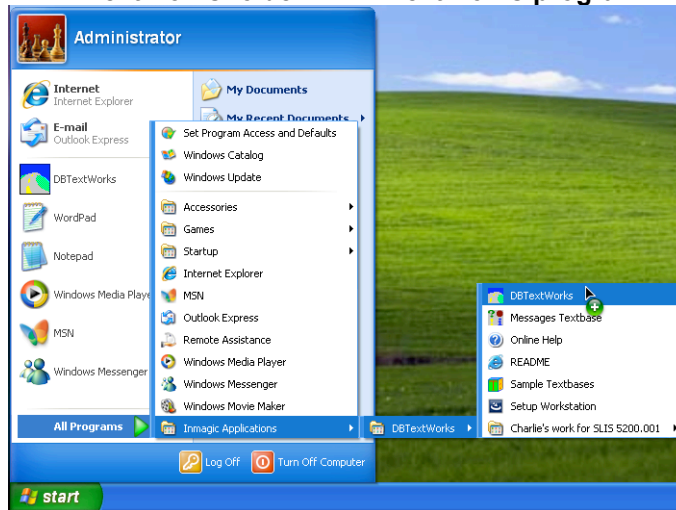


## Facets & Call Numbers.doc

(with InMagic)

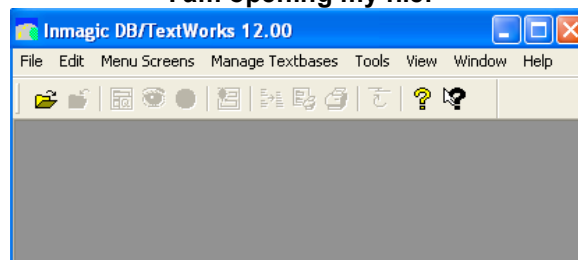
### Step 1.

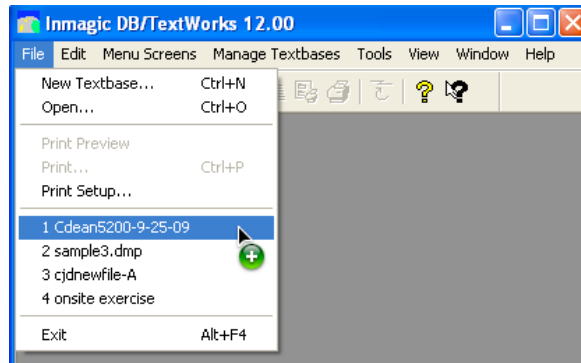
All Programs => Inmagic Applications =>  
DBTextWorks folder => DBTextWorks program.



### Step 2.

I am opening my file.





### Step 3.

Query

AND Author

AND Title

AND Publisher

AND Series

AND OriginalDate

AND RedactionDate

AND WordList

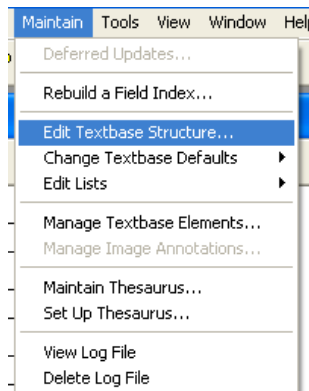
AND Pages

AND ISBN-ISSN

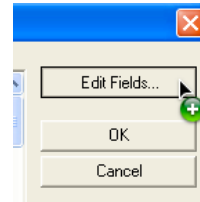
AND RecordID

AND RecordDate

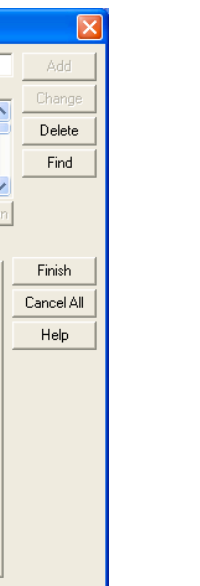
Current Set: none AND: 0 Updates Pending



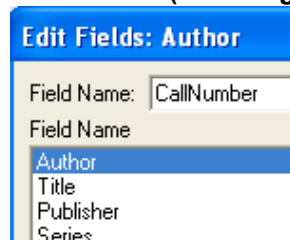
Here I am at the Edit Textbase Structure box (below/left). I will click Edit Fields... (below/right).



**This is the Edit Fields box (below) and Author is highlighted.**



**I want to add a field name, CallNumber. I will typ that in the Field Name blank (below/right).**



### Step 7.

I will click Add (below).

The screenshot shows a table with columns: Field Name, Field type, Index, Valid, Subst, Filing, and Thes. The 'CallNumber' field is being added to the bottom of the list. To the right of the table are buttons for 'Add', 'Change', and 'Delete'. A green plus sign is visible next to the 'Add' button.

| Field Name | Field type | Index | Valid | Subst | Filing | Thes |
|------------|------------|-------|-------|-------|--------|------|
| Text       | Text       | TW    | Valid |       |        |      |
| Text       | Text       | TW    | Valid |       |        |      |
| Text       | Text       | TW    | Valid |       |        |      |
| CallNumber |            |       |       |       |        |      |

### Step 8.

CallNumber shows up at the bottom of the list. Since Author was highlighted when I added CallNumber, the CallNumber field has the attributes of the Author field. I will need to change that. This field will hold my “call number,” or the little code that is taped to spine of the book that helps the librarian know where it belongs on the shelf. It just might help the patron too.

The screenshot shows the 'Edit Fields: CallNumber' dialog box. The 'Field Name' is 'CallNumber'. The table below shows the field's attributes. The 'CallNumber' field is highlighted in blue.

| Field Name     | Field type | Index | Valid | Subst | Filing | Thes |
|----------------|------------|-------|-------|-------|--------|------|
| RecordDate     | AutoDate   | T     |       |       |        |      |
| Subject        | Text       | TW    | Valid |       |        |      |
| Classification | Code       | T     | Valid |       |        |      |
| Altitude       | Code       | T     | Valid |       |        |      |
| CallNumber     | Text       | TW    | Valid |       |        |      |

### Step 9.

This is shows the Type and Indexing tab highlighted.

The screenshot shows the 'Type and Indexing' tab in the 'Edit Fields' dialog box. The 'Field Type' is set to 'Text'. The 'Indexing Information' section has 'Term Indexed' and 'Word Indexed' checked. The 'Special Filing Options' section has 'Word by Word', 'Ignore Leading Articles', and 'Numbers File Numerically' checked. The 'Word Index Options' section has 'Use Stop Word List' checked.

Field Name: CallNumber    Field type: Text    Index: TW    Valid: Valid

Change Order:

Type and Indexing    Validation    Text Options

Type Information

Field Type: Text

☐ Require Strictly Correct Type

☐ Allow Trailing Text

Indexing Information

☒ Term Indexed

☒ Word Indexed

Special Filing Options

Term Index Options

☒ Word by Word

☒ Ignore Leading Articles

☒ Numbers File Numerically

Word Index Options

☒ Use Stop Word List

### Step 10.

This is shows the Validation tab highlighted.

The screenshot shows the 'Validation' tab of the 'Edit Fields: CallNumber' dialog box. The 'Entry Validation' section has three checked options: 'Field Entry Required', 'Unique Entries Only', and 'Single Entry Only'. The 'Content Validation' section has 'No Content Validation' selected. Below these are fields for 'Range and Mask' (Minimum, Maximum, Mask) and two unchecked checkboxes: 'User May Override Content Validation' and 'User May Update Validation List with Override Value'.

### Step 11.

I will click Finish.

The screenshot shows the 'Edit Fields: CallNumber' dialog box with the 'Validation' tab selected. The 'Finish' button is highlighted with a green circle and a plus sign. The dialog box also shows a list of fields with their types and validation settings, and buttons for 'Add', 'Change', 'Delete', 'Find', 'Up', and 'Down'.

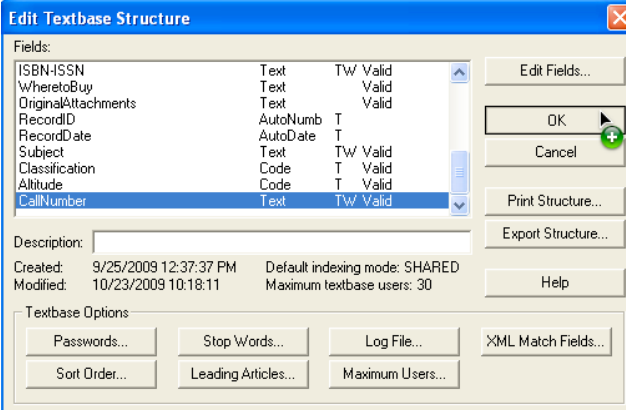
### Step 12.

I will click Yes.

The screenshot shows a dialog box titled 'Inmagic DB/TextWorks' with a question mark icon. The text inside says: 'The field you just edited has changes not applied by the 'Change' button. Do you want to apply these changes now?'. There are three buttons: 'Yes', 'No', and 'Cancel'. The 'Yes' button is highlighted with a green circle and a plus sign.

### Step 13.

I will click OK. Then I will click the next OK.



The 'Edit Textbase Structure' dialog box shows a list of fields with their data types and validation rules. The 'CallNumber' field is selected. The 'OK' button is highlighted with a green plus icon.

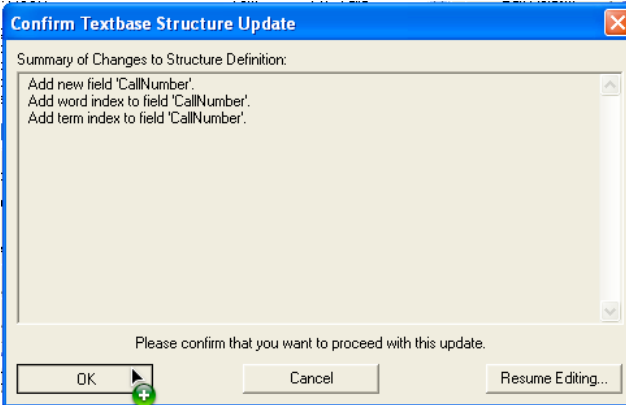
| Field               | Type     | Validation |
|---------------------|----------|------------|
| ISBN-ISSN           | Text     | TW Valid   |
| WhereToBuy          | Text     | Valid      |
| OriginalAttachments | Text     | Valid      |
| RecordID            | AutoNumb | T          |
| RecordDate          | AutoDate | T          |
| Subject             | Text     | TW Valid   |
| Classification      | Code     | T Valid    |
| Altitude            | Code     | T Valid    |
| CallNumber          | Text     | TW Valid   |

Description:

Created: 9/25/2009 12:37:37 PM Default indexing mode: SHARED  
Modified: 10/23/2009 10:18:11 Maximum textbase users: 30

Textbase Options:

- Passwords...
- Stop Words...
- Log File...
- XML Match Fields...
- Sort Order...
- Leading Articles...
- Maximum Users...



The 'Confirm Textbase Structure Update' dialog box shows a summary of changes to the structure definition. The 'OK' button is highlighted with a green plus icon.

Summary of Changes to Structure Definition:

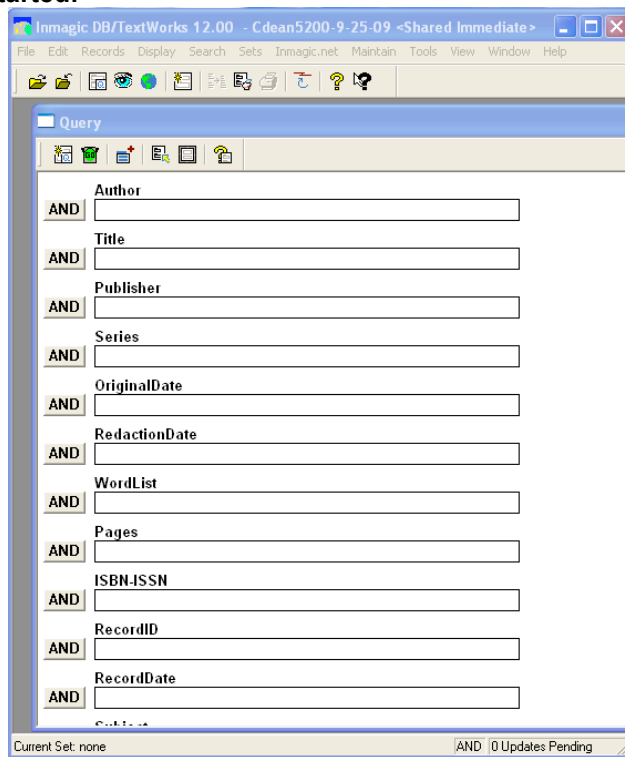
- Add new field 'CallNumber'.
- Add word index to field 'CallNumber'.
- Add term index to field 'CallNumber'.

Please confirm that you want to proceed with this update.

OK Cancel Resume Editing...

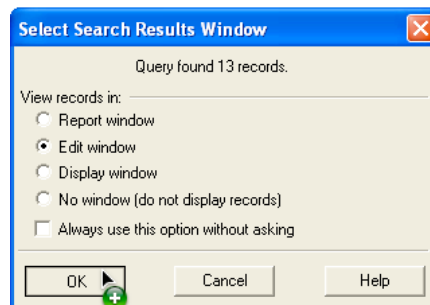
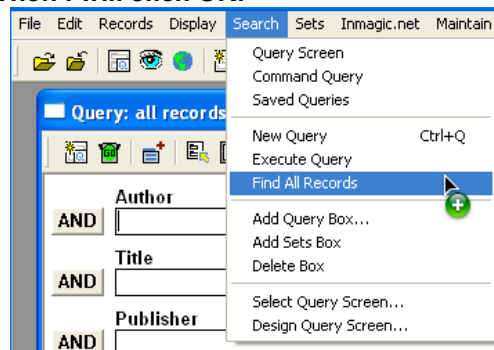
#### Step 14.

Going back to where I started.



#### Step 15.

I will click Find All Records. Then I will click OK.





### Step 16.

There is just enough room for me to see CallNumber at the bottom.

### Step 17.

So let me see what call number I will give to Alien Nation which is in record #1. Here is my classification scheme. It has four facets, SubjectGen, Altitude, Book, and RecordID. There is no field needed for the Book facet. But the other three facets derive their information from a field.

I have a RecordID field. I have an Altitude field that I recently created. But I have no SubjectGen field. Well, I will just have to create one! But while you are here, take a look at my classification scheme. It is impressive!

### Classification Schem

| <u>Classes</u>             | <u>SubjectGen</u><br><u>(1<sup>st</sup> facet)</u> | <u>Altitude</u><br><u>(3<sup>rd</sup> facet)</u> | <u>Book(no.field.needed)</u><br><u>(2<sup>nd</sup> facet)</u> | <u>RecordID</u><br><u>(4<sup>th</sup> facet)</u> |
|----------------------------|--|--|---|--|
| Class Spying<br>(row)      | Spy (spying)                                       | 006 through 024                                  | Bo for book.<br>Ge for general                                | 1 – infinity<br>(unique muber)                   |
| Potential<br>class...      | could be added<br>...                              | on this row.                                     |   |  |
| Class Taxation<br>(row)    | Tax (taxation)                                     | 006 through 024                                  | Bo for book.<br>Ge for general                                | 1 – infinity<br>(unique muber)                   |
| Class Law<br>general (row) | Law (law<br>generally)                             | 006 through 024                                  | Bo for book.<br>Ge for general                                | 1 – infinity<br>(unique muber)                   |
| Calss Military<br>(row)    | Mil (military)                                     | 006 through 024                                  | Bo for book.<br>Ge for general                                | 1 – infinity<br>(unique muber)                   |
|                            |  | 006 through 024                                  | Bo for book.  | 1 – infinity                                     |

|  |  |  |                       |                       |
|--|--|--|-----------------------|-----------------------|
|  |  |  | <b>Ge for general</b> | <b>(unique muber)</b> |
|--|--|--|-----------------------|-----------------------|

**First facet: SubjectGen**

**Spy**     books about spying  
**Tax**     books about taxation  
**Law**     books about law problems generally  
**Mil**     books about military

**Third facet: Altitude**

**006**         6 inches tall  
**008**         8 inches tall  
**010, etc.**

**Second facet: Book (An exception is General. There is no field for this facet.)**

**Bo**        book  
**Ge**        general

**Fourth facet: RecordID**

**Step 18.**

Here I have created a SubjectGen field. The snapshot below shows Type and Indexing.

**Edit Fields: SubjectGen**

Field Name: SubjectGen

| Field Name        | Field type | Index | Valid | Subst | Filing | Thes |
|-------------------|------------|-------|-------|-------|--------|------|
| Subject           | Text       | TW    | Valid |       |        |      |
| Classification    | Code       | T     | Valid |       |        |      |
| Altitude          | Code       | T     | Valid |       |        |      |
| CallNumber        | Text       | TW    | Valid |       |        |      |
| <b>SubjectGen</b> | Text       | TW    | Valid |       |        |      |

Change Order: Up Down

**Type and Indexing** | Validation | Text Options

**Type Information**

Field Type: Text

☐ Require Strictly Correct Type

☐ Allow Trailing Text

**Indexing Information**

☒ Term Indexed

☒ Word Indexed

**Special Filing Options**

**Term Index Options**

☒ Word by Word

☒ Ignore Leading Articles

☒ Numbers File Numerically

**Word Index Options**

☒ Use Stop Word List

Buttons: Add, Change, Delete, Find, Change Order, Up, Down, Finish, Cancel All, Help

### Step 19.

The snapshot (below/left) shows the Validation tab. Now (below/right) I will click Edit List...

The left screenshot shows the 'Edit Fields: SubjectGen' dialog box with the 'Validation' tab selected. The 'Field Name' is 'SubjectGen'. The 'Field type' is 'Text'. The 'Index Valid' is 'TW Valid'. The 'Subst' is 'Valid'. The 'Filing' is 'Valid'. The 'Thes' is 'Valid'. The 'Validation' tab is selected, and the 'Use Validation List' option is chosen. The 'Edit List...' button is visible. The right screenshot shows the same dialog box with the 'Edit List...' button highlighted.

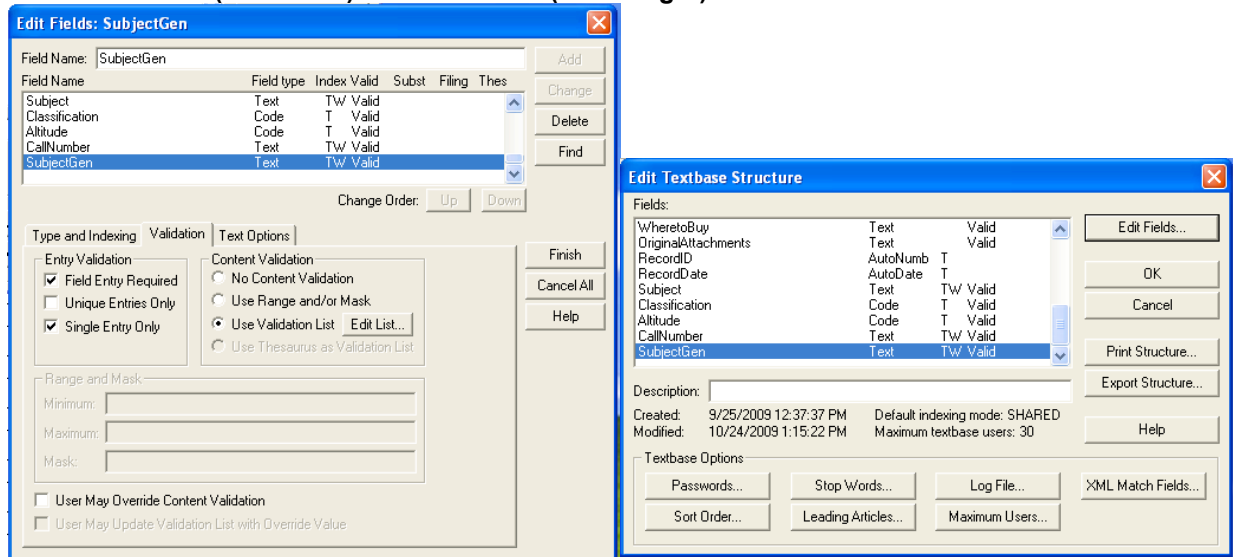
### Step 20.

And here I am (below/left) at the Edit Validation List box for the SubjectGen field. Then I added (below/right) the terms Law, Mil, Spy, and Tax. I will presume you have seen my other tutorials and that you can do this. I will click OK.

The left screenshot shows the 'Edit Validation List: SubjectGen' dialog box with the 'Entry' field empty. The right screenshot shows the same dialog box with the 'Entry' field containing 'MIL' and a list of terms: Law, Mil, Spy, Tax.

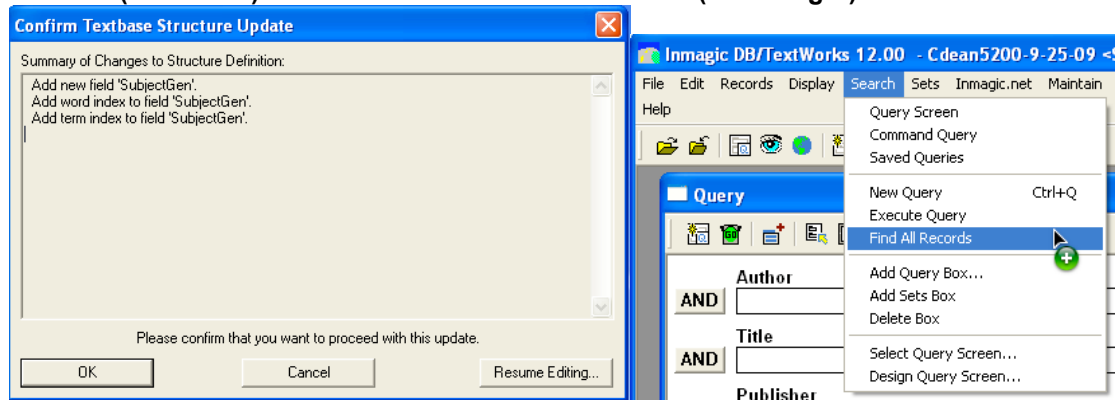
### Step 21.

I will click Finish (below/left). I will click OK (below/right).



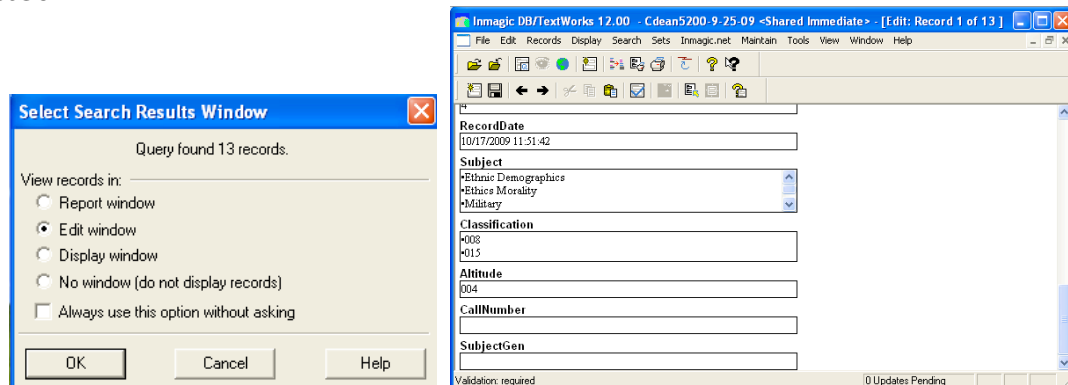
### Step 22.

I will click OK (below/left). Then I will click Find All Records (below/right).



### Step 23.

I will click OK (below/right). And here I am (below/right) at the Edit window for Record 1 of 13. I have already scrolled to the bottom so you can see the two latest fields, CallNumber and SubjectGen.



#### Step 24.

I will put my cursor in the SubjectGen field (below/left) and I will press F3. And here (below/right) is my Editing Choices Browser for the SubjectGen field.

The screenshot shows a data entry form on the left and an 'Editing Choices Browser: SubjectGen' dialog box on the right. The form has fields for RecordDate, Subject, Classification, Altitude, CallNumber, and SubjectGen. The Subject field is expanded, showing a list of categories: Ethnic Demographics, Ethics Morality, and Military. The Classification field is expanded, showing 008 and 015. The Altitude field contains 004. The CallNumber field is empty. The SubjectGen field is empty. The dialog box on the right has a 'Find:' field, a 'Choices List' showing Law, Mil, Spy, and Tax, and buttons for Paste, Replace, Properties..., Search..., Print List..., Close, and Help. The 'List Shows' section at the bottom has radio buttons for Validation List (selected), Substitution List, Links, and Thesaurus.

RecordDate  
10/17/2009 11:51:42

Subject  
•Ethnic Demographics  
•Ethics Morality  
•Military

Classification  
•008  
•015

Altitude  
004

CallNumber

SubjectGen

Validation: required, single-only, valid-list

Editing Choices Browser: SubjectGen

Find:

Choices List: Number of entries pasted: 0

Law  
Mil  
Spy  
Tax

Paste  
Replace  
Properties...  
Search...  
Print List...  
Close  
Help

List Shows  
☒ Validation List ☐ Substitution List ☐ Links ☐ Thesaurus

#### Step 25.

I will highlight Law (below/right) and paste it into the SubjectGen field(below/left).

The screenshot shows the same data entry form as in Step 24, but now the 'SubjectGen' field contains the text 'Law'. The 'Editing Choices Browser: SubjectGen' dialog box is still open, and the 'Law' entry in the 'Choices List' is highlighted. The 'Number of entries pasted' is now 2. The 'List Shows' section remains the same.

RecordDate  
10/17/2009 11:51:42

Subject  
•Ethnic Demographics  
•Ethics Morality  
•Military

Classification  
•008  
•015

Altitude  
004

CallNumber

SubjectGen  
Law

Validation: required, single-only, valid-list

Editing Choices Browser: SubjectGen

Find:

Choices List: Number of entries pasted: 2

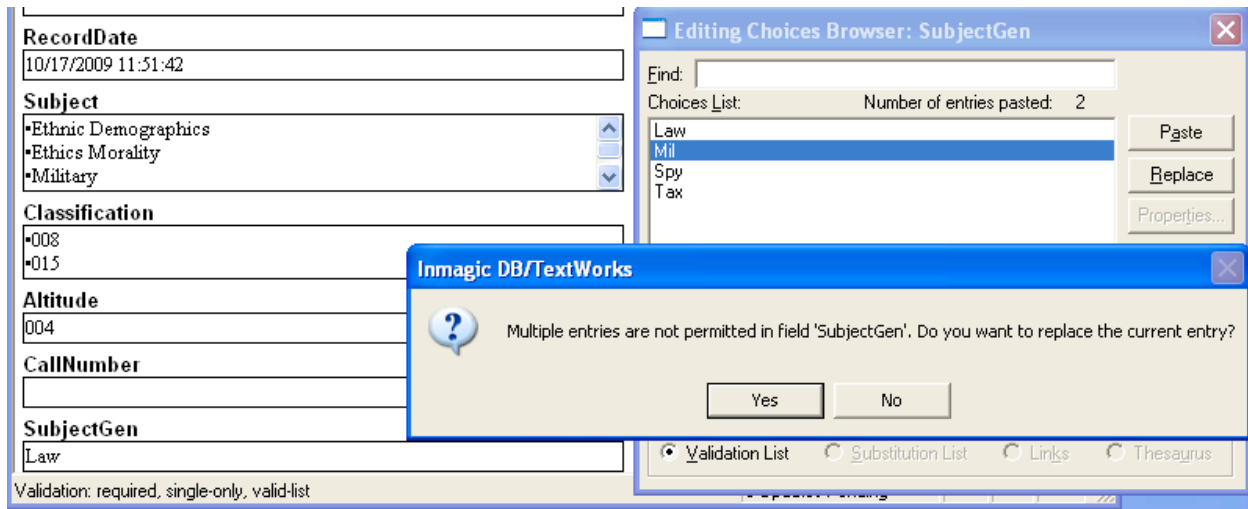
Law  
Mil  
Spy  
Tax

Paste  
Replace  
Properties...  
Search...  
Print List...  
Close  
Help

List Shows  
☒ Validation List ☐ Substitution List ☐ Links ☐ Thesaurus

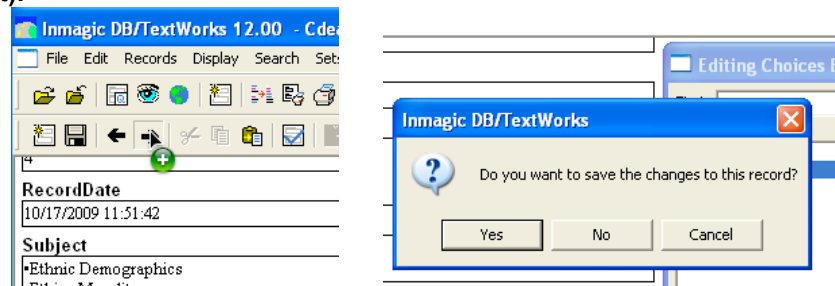
#### Step 26.

Now I will highlight Mil (below/right) and I will try to Paste it into the SubjectGen field. But when I do I get the question box (below/right) telling me that multiple entries are not permitted. If you will review [Step # 21](#), you will see that Single Entry Only was checked. I will click No (below).



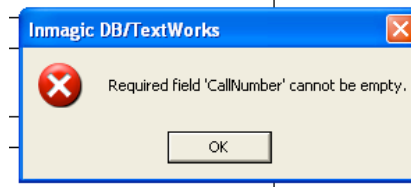
#### Step 27.

Then I will click the right arrow (below/left) so I can move on to the next record. Then I will click Yes (below/right).



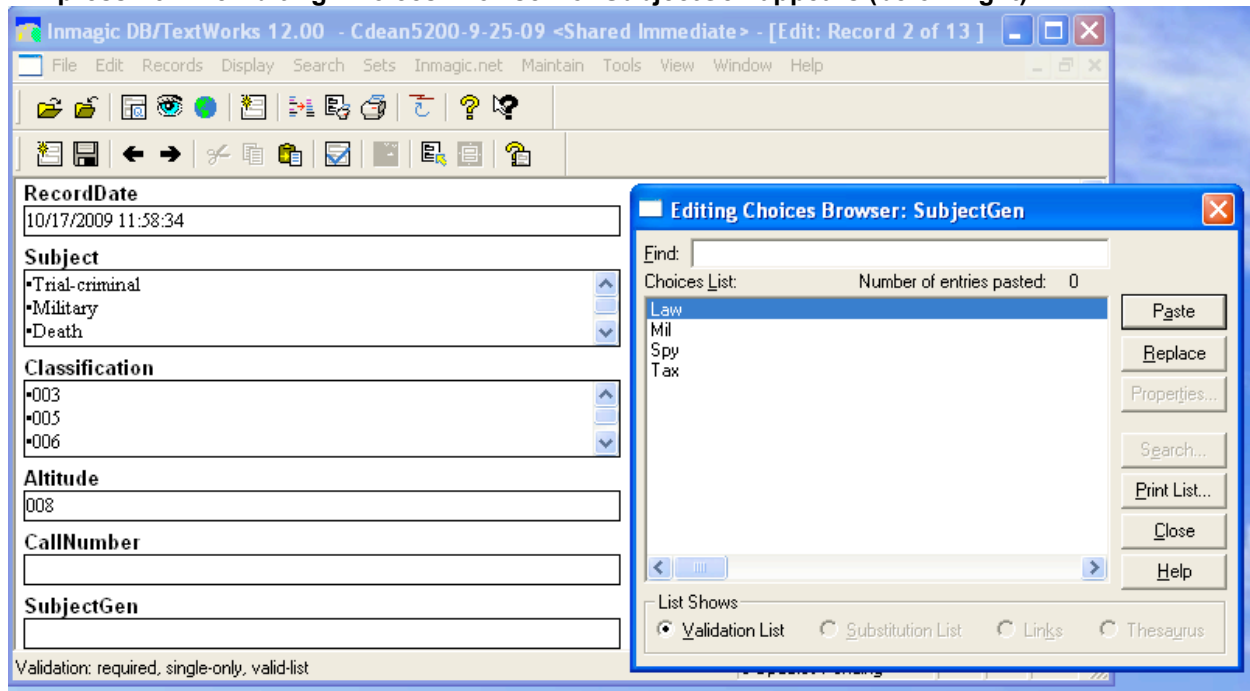
#### Step 28.

Well the system reminds me that CallNumber cannot be left empty. So I will put "zzzz" in the CallNumber field for now. I will change it later to a more intelligent looking data string.



### Step 29.

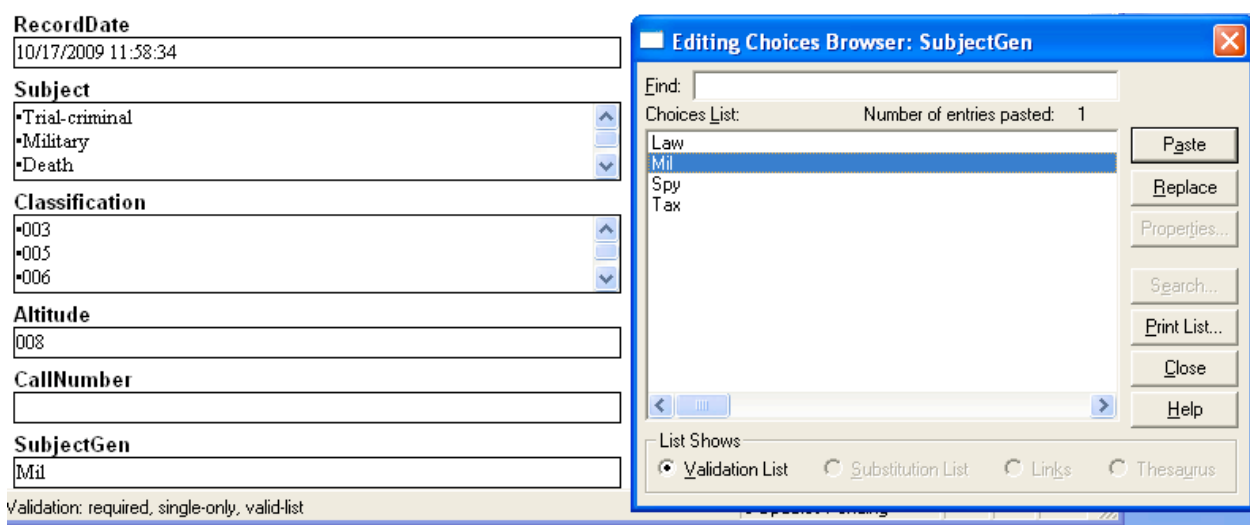
How here I am at Record # 2 of 13 (below/right). I will put the cursor in the SubjectGen field and I will press F3. The Editing Choices Browser for SubjectGen appears (below/right).



### Step 30.

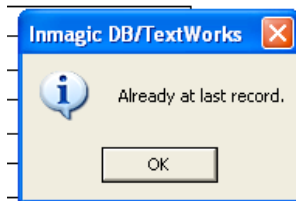
I will highlight Mil (below/right) and press Paste. Then I can see Mil (below/left) appear in the SubjectGen field. Again I will type zzz, or some nonsensical thing into the CallNumber field because the system does not want it left blank. However, each nonsensical thing must be different from all the other nonsensical things in this field.

I will continue this process until all records have either Law, Mil, Spy, or Tax in the SubjectGen field. By the way, this is the general subject field. It will be my first facet. I think you saw that above in Step # 17.



### Step 31.

Eventually I get to the end of my records.



### Step 32.

Now I am sitting here at record #13, my last record. I will use my facets to build the CallNumber.

The first facet is “Law”

The 2<sup>nd</sup> facet is “Bo”

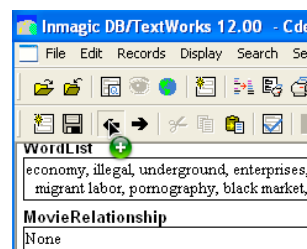
The 3<sup>rd</sup> facet is “008”

The 4<sup>th</sup> facet is 13

### Step 33.

I will string these together with a hyphen inbetwixt each facet—“Law-Bo-008-13”

I will put this call number in the CallNumber field. This time around I will click the left arrow (below/right) and repeat this process until I reach Record # 1.



### Step 34.

Now that I have finished, here are my call numbers. You can see that each is composed of four facets. The last facet is the RecordID which assures that each will be unique.

Law-Bo-004-1  
Mil-Bo-008-2  
Spy-Bo-008-3  
Spy-Bo-006-4  
Law-Bo-006-5  
Law-Bo-008-6  
Law-Bo-006-7  
Tax-Bo\_008-8  
Spy-Bo-008-9  
Tax-Bo-010-10  
Law-Bo-006-11  
Law-Bo-006-12  
Law-Bo-008-13